Course Syllabus:  CUL-1015 Sanitation & Safety

Term:

INSTRUCTOR:

OFFICE:

OFFICE PHONE:

HOME PHONE

E - Mail:

OFFICE HOURS: Should these hours not be convenient to your schedule, please contact me for an appointment.

| Monday | Tuesday | Wednesday | Thursday | Friday |

It is the student’s responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

COURSE DESCRIPTION

An introduction to the sanitation and safety issues and practices involved in the food preparation process. Prevention of all types of food contamination and the Hazard Analysis Critical Control Point (HACCP) food safety system is emphasized. This course presents a manager’s perspective on food safety, cleanliness standards, and work safety. This course is a pre/co-requisite for the culinary food production classes.

Revised 7-14
COURSE OUTCOMES: Upon completion of this course, the student will:

- Describe the relationship between personal hygiene and the spread of disease in a food service organization
- Trace the flow of food from delivery, through storage and preparation for the customer
- Explain the nature of various microorganisms and their requirements for growth in food
- Identify safe cooking procedures, critical control points, and practices utilizing the HACCP system
- Describe the various regulatory agencies and their specific responsibilities to the assurance of safe food handling practices
- Explain the safe use of cleaning agents, Material Safety Data Sheets (MSDS) sheets and how to safely store cleaning agents in a food production facility

COURSE COMPETENCIES

- Describe the components of a food sanitation program.
- Describe effective foodservice sanitation system and the liabilities and issues that occur without such a system.
- Trace the flow of food from delivery, through storage and preparation for the customer and recognize the points in the flow where potential contamination can be reduced or eliminated.
- Describe the nature of bacteria and bacteria’s requirements for growth in food.
- Describe the relationship between personal hygiene and the spread of disease, especially concerning cross contamination and food contact.
- Identify safe cooking procedures, critical control points, and practices utilizing the HACCP system.
- Develop a system designed to keep the entire facility clean and sanitary, which includes all storage areas and equipment.
- Describe safe use of cleaning agents, MSDS sheets, and how to safely store cleaning agents.
- Describe the various regulatory agencies and their specific responsibilities to the assurance of safe food handling practices.
Use the Metro-Davidson County health inspection form to identify critical violations and describe use of this form in conducting a kitchen inspection.

Describe causes of typical accidents in kitchens, methods to avoid such, and first aid methods to apply to such accidents

**TEXTBOOK**

*ServSafe Coursebook, 5th Ed.*; Educational Foundation of the National Restaurant Association. ISBN: 0135107318

In order to take the certification exam, you must have the answer form located in the front of new ServSafe Coursebooks.

**GRADING CRITERIA**

10% Class participation
28% Quizzes and/or assignments
62% Exams #1 through #4
   Final Exam, used for Certification

All exams must be taken. A student missing an exam may do so only with prior approval of the instructor; otherwise the student will receive a grade of 0 for that examination. With prior approval, the student may make up the exam at the instructor’s convenience.

**GRADING SCALE**

Standard grading scale:
A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = below 60

**ATTENDANCE POLICY**

A student is expected to attend all scheduled classes and laboratories. Each instructor will formulate an attendance policy and provide it on the course syllabus. Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy of each instructor in whose class he/she is enrolled. If a student is absent from
a class, he/she should give an advanced explanation to the instructor. Absences in a course may affect a student’s final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student’s final grade. Failure to attend class will result in a final course grade of ”FA“ or ”FN“ (see explanation below) depending on the individual instructor’s course policy. FA= failure, attendance-related (unofficial withdrawal) Last recorded date of attendance required. FN= failure, never attended class (unofficial withdrawal)

**Early Warning System**

Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. Please note that Early Warning Alerts do not affect a student’s academic standing.

**ADA POLICY:**

Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Student Disabilities Office at 353.3721.

**CLASSROOM MISCONDUCT**

Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. Please consult your Student Handbook for more specific details. The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College. Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).
Please be aware that children are not allowed in class or unattended on campus.

**ACADEMIC DISHONESTY**

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. “Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer’s Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else’s work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor’s permission, allowing someone else to copy or use your work, using someone else’s work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member’s signature. In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an “F” or a “Zero” for the exercise, paper, or examination or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.

**Inclement Weather Policy**

In the event of an inclement weather event, check the Nashville State web site home page at www.nscc.edu for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17). When classes are cancelled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus. The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations...
cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

NOTE: This syllabus is meant simply as a guide and overview of the course. Some items are subject to change or may be revised at the instructor’s discretion. Each instructor will further clarify their criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her course syllabus.